



## ARTIST-IN-RESIDENCE AGREEMENT

[Residency@stoveworks.org](mailto:Residency@stoveworks.org)

1250 E. 13th Street  
Chattanooga, TN 37408

RESIDENT NAME:

ADDRESS:

CONTACT:

Our Residency serves as a moment away from the rigamarole of life and an opportunity for artists to take advantage of the dedicated time, space, resources, and community we have to offer. This Agreement establishes the resources, responsibilities, and limitations of Stove Works, the organization. It serves to establish a mutual understanding of what our expectations are of you as a Resident Artist. The following are the terms of the Agreement:

Stove Works Artist Residency Agreement ("Agreement") is between \_\_\_\_\_ (the "Resident") and Stove Works ("Stove Works") (collectively as, the "Parties") and begins on the date signed below by the Resident

### COVID 19 ACKNOWLEDGEMENT AND ADDENDUM

Your initials below acknowledge that as an Artist in Residence, there is a risk of exposure to COVID-19 through contact with other individuals who may be infected. Stove Works supports all of the CDC and local guidelines for limiting exposure, social distancing, wearing face masks and liberal use of hand sanitizers and disinfectant, and expects all of its personnel and guests to do the same. Even with all of these precautions, there is an inherent risk of exposure that is beyond the ability of Stove Works to control entirely. We cannot assure you that you will not be exposed to COVID-19. COVID-19 is a serious infectious disease and can be transmitted even by asymptomatic people. Although we are taking every precaution to ensure that our facility and programs are as safe as possible, anyone you may interact with at Stove Works (*e.g.*, Residents, Staff, Guests, and members of the public) may be carriers of COVID-19. As a result, we want to advise you that there is a risk that you may become infected with COVID-19 during your time at Stove Works. By participating in the Stove Works Residency Program, you are voluntarily assuming this risk and will not hold Stove Works reliable should you become infected.

You acknowledge and agree to abide by the COVID practices and policies put in place in the COVID Addendum included at the end of this Agreement. You also agree to the adjustment of any terms within this Agreement, as stated in the COVID Addendum. Additionally, you waive, release, and agree to forever hold Stove Works, including but not limited to, any person, entity, affiliated or related entities (including any and all officers, directors, partners, members, managers, employees, and agents) harmless if you become infected with COVID-19 during your Residency.

By signing this notice, you (1) acknowledge that you have been advised of the risks regarding COVID-19, (2) assume all risks of exposure to COVID-19 while at work and/or on Company premises, (3) waive, release, and agree to hold the Company harmless if you become infected with COVID-19, and (4) agree to maintain reasonable social distance between yourself and others present onsite, comply with all public health orders relating to COVID-19 and abide by all Stove Works safety protocols.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Collaborator/Partner Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Collaborator/Partner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



## **COVID-19 ADDENDUM**

### **COVID-19 Policies, Practices, and Adjusted Terms**

The Resident acknowledges receipt of and agrees to follow the detailed practices and policies outlined below in order to mitigate the spread of COVID-19 and to ensure the safety, the highest degree of comfort, and mutual support of the Cohort of Residents living and working on the Premises.

#### **COHORT SPECIFIC GUIDELINES**

One month prior to the start date of a new group of Residents (Cohort) arriving on site, a virtual call will be organized to talk about concerns and expectations of each Resident. In this call, more specific COVID-19 procedures will be addressed, such as travel for holidays, expectations of behavior outside of Stove Works, kitchen cleaning procedures, protocol in case someone is infected, and other best practices. The goal of these meetings is to establish more specific COVID-19 rules that address direct concerns and discomforts of each Cohort that will be sharing a living and working environment. Additional addendums may be created as information is presented. It is the Resident's choice to accept these addendums or defer their Residency.

#### **TRAVEL**

Although it is not required, Stove Works requests, if possible, that each Resident gets a COVID-19 test prior to traveling to Stove Works and quarantining until they begin their journey here. While Residents are traveling, they are responsible for wearing a mask, frequently washing their hands/using hand sanitizer, and following social distancing guidelines set out by the CDC and WHO.

#### **PERSONAL PRECAUTIONS AND PROCEDURES**

Residents are required to take their temperature and go through a symptom checklist daily. If a Resident is experiencing a temperature of 100.4 or higher, they must immediately isolate themselves in their studio and notify the appropriate staff member. If they are showing COVID-19 symptoms, they must immediately isolate themselves in their studio and notify the appropriate staff member. If a Resident has a temperature of 100.4 or COVID-19 symptoms for 72 hours, they should remain isolated in their studio and get tested for COVID-19 as soon as possible. A Stove Works staff member will direct them to the closest/soonest available testing site. If a Resident is feeling sick but does not have a fever and is not presenting COVID-19 symptoms, they should refrain from using shared spaces and wear a mask outside of their studio.

Residents are responsible for wearing a mask and following social distancing guidelines set out by the CDC when venturing off-site into Chattanooga. Stove Works advises against dining inside bars and restaurants or in crowded outdoor areas. When visiting a business or in a crowded area, a mask must be worn.

#### **MASKS**

Residents are expected to bring their own masks to Stove Works and keep them on hand every day. Stove Works will have masks available if needed. Residents are responsible for disposing of disposable masks properly and regularly washing cloth or reusable masks. If 6ft cannot be maintained in shared living and workshop spaces, masks are to be worn. Masks must adequately cover both your nose and mouth when being worn.

#### **HANDWASHING / HAND SANITIZER**

Residents are responsible for washing their hands frequently. Hand sanitizer will be readily available throughout the facility and on the Residency floor. Hands should be washed/sanitized before using any shared equipment in the living space or workshops.

#### **SHARED LIVING SPACES**

The second floor of Stove Works is dedicated to the Residency. This floor should be considered home, and all who do not live there are required to wear a mask at all times and follow CDC social distancing guidelines. See below for the guest protocol. Gatherings of all Residents should be limited as much as possible and typically should take place outside or in a well-



ventilated area. Each shared living and working space will have a posted max capacity. While in these shared spaces, it is encouraged to maintain a distance, and when in close proximity, a mask must be worn. Residents are responsible for cleaning their own personal studios and bathrooms; these cleaning materials will be provided. The cleaning of shared living spaces will be addressed in Cohort virtual meeting a month prior to the start date. Once established, cleaning protocols will be posted in all areas, and cleaning materials will be provided.

### **KITCHEN / LIVING ROOM: 1,200SQFT**

Max capacity for the kitchen and living room space is 5-6 Residents at a time. While in this space, Residents are expected to still maintain distance and wear a mask when in close proximity to each other. Cooking time blocks will be established in Cohort meetings. A cleaning checklist will be created and posted in the kitchen. Residents are expected to clean up after themselves and follow the cleaning procedures determined by their Cohort.

### **MEALS**

No more than 3-4 Residents should be using the kitchen at the same time. When eating, Residents should sit away from one another inside or sit outside instead. If Residents are planning on sharing food, gloves and masks should be worn when preparing and serving it.

### **LAUNDRY**

A signup schedule will be posted in the laundry room. Only one Resident should be using the space at a time. No one may remove or touch another Resident's laundry.

### **PRIVATE STUDIOS AND BEDROOMS**

In order to mitigate risk, housekeeping services will not be used to clean the Residency facilities. Residents will be responsible for performing specific housekeeping duties (supplies provided), which will be scheduled and assigned later on. These duties may include but are not limited to emptying trash, starting and unloading the dishwasher, disinfecting light switches and doorknobs, and sweeping.

### **WORKSHOPS**

Residents are required to bring their own PPE (work gloves, ear protection, and eye protection) and are asked to label them clearly. When sharing a workshop with others, 6ft must be kept. If this isn't possible, or Residents are working on something together, masks must be worn. Garage doors should be opened when possible to increase airflow. When appropriate, working outside is allowed and encouraged. Room capacity signs will be posted in each workshop space. A workshop schedule will be created at the beginning of each week and will be posted in the workshop space and on Google Calendars. Tool use and cleaning procedures will be posted in every workshop space, and Residents are responsible for cleaning tools after each use. While there are restrooms available in the workshop space, personal studio restrooms should be used when possible. When Residents are interacting with Staff, masks should be worn, and distance should try to be kept when appropriate.

**WOODSHOP:** 1,000sqft (~4-5 max capacity)

**METAL SHOP:** 500sqft (~2-3 max capacity)

**PRINT SHOP / DARKROOM:** 800sqft (~2-4 max capacity, 1-2 in just the darkroom)

The darkroom should be occupied by one person at a time, or no more than two people while wearing masks.

**COMMON WORKSHOP SPACE:** 1,250sqft (max capacity ~7)

### **PUBLIC PROGRAMS**

As of this moment, all public programs have been canceled or moved online. Engagement with the public will be reassessed on a monthly basis and discussed in Cohort meetings with Staff. If a public program takes place onsite, further safety precautions will be taken to maintain and protect all parties involved.



## **GUESTS**

Daytime guests are NOT permitted in live spaces and residency common areas in order to protect the health and wellbeing of fellow Residents during the COVID-19 pandemic. For overnight guests, the Resident Host must seek the approval of the ENTIRE Cohort of Residents living on the Premises at least a week in advance of the visit.

## **TERMINATION**

Until the pandemic subsides, Residents are permitted to terminate their Residency at any time citing concerns for their health and safety. Stove Works reserves the right to cancel this Agreement with a minimum of a seven-day notice before or during the residency period. We appreciate your understanding regarding the uncertainty at this time.